

E-CHECK PAYMENT IN TAP

FREE SERVICE

Go to the TAP website at https://tap.dor.mt.gov/_/#1

To Sign Up:

Enter your “Username” and “Password”, Click “Login”.

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property
Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Password


Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- [Benefits of Signing Up](#)
- [Who Can Use TAP Login?](#)
- [Tax Types Available on TAP](#)

After logging into your account you will be at the Account Details screen.

Click "Account I.D."

Taxpayer Access Point  **Montana Department of Revenue**

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TAS [Toggle Log](#)

RunDate: 04-Feb-2014
Last Request: 154ms

[View My Profile](#)
[Add Access to Another Account](#)

ACCOUNTS¹ **REQUESTS⁰** **WEB MESSAGING⁰** **LETTERS²²⁸**

MY ACCOUNTS¹

NAMES AND ADDRESSES

Montana Tax Number
Balance


Legal Name
DBA Name
Location Address
Mailing Address

MY ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
-LIQ	Agcy Liq Str		Weekly-Wed		

This will bring you to the Processed and Pending Customer Orders.

Click "Make a Payment"

Taxpayer Access Point  **Montana Department of Revenue**

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RunDate: 05-Feb-2014
Last Request: 626ms

[View Back Orders](#)
[Submit RLD](#)
[Submit Credit for DEF](#)
[Submit Credit for OOS](#)
[Make a Payment](#)

Account ID:

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed
		12-Feb-2014	31-Jan-9999
213582	Change Order	05-Feb-2014	
213576	Order Details	29-Jan-2014	30-Jan-2014
213501	Order Details	29-Jan-2014	30-Jan-2014
213394	Order Details	15-Jan-2014	15-Jan-2014
213395	Order Details	15-Jan-2014	15-Jan-2014
213265	Order Details	15-Jan-2014	15-Jan-2014
213257	Order Details	08-Jan-2014	08-Jan-2014
213163	Order Details	08-Jan-2014	08-Jan-2014
213152	Order Details	01-Jan-2014	31-Dec-2013
213156	Order Details	01-Jan-2014	31-Dec-2013
213091	Order Details	25-Dec-2013	24-Dec-2013

To Pay By Check

Menu Log Off

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TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 521ms

Payments can be made to your account by direct ACH debit (E-Check) from a checking or savings account or by using a Visa or MasterCard credit card. There is no charge for ACH debit payments. There is a processing fee included in credit card transactions.

Please click on the option you would like to use.

Pay by E-Check Pay by Card

Fill in all required information and Click "Submit", "Log Off"

You can schedule your payment up to 365 days in advance. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time. The first time you enter your information, you can save as your default bank account information

Taxpayer Access Point Montana Department of Revenue

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TAS Toggle Log

RunDate: 05-Feb-2014
Last Request: 878ms

You can schedule your payment up to 365 days in advance. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time.

Payment Date: 05-Feb-2014

PAY TO THE ORDER OF Department of Revenue 0.00 Required

MEMO:

Bank Account Type: Routing Number: Account Number: Account Number Confirm:

☐ Foreign Bank Save as default for Agency Liquor Store Account 4690650-003-LIQ

CHOOSE PAYMENT SOURCE

☒ New payment source

How do I find my bank routing and account number?

The image shows a sample check form with the following fields and labels:

- Your Name:** 123 Your Street, Your Hometown, State 12345
- 12-03** (Month/Year)
- 1026** (Check Number)
- Date:** _____
- Pay to the Order of:** _____
- \$** _____
- DOLLARS**
- YOUR CHECK**
- Memo:** _____
- 123456789** (ABA/Routing Number)
- 1234567890101** (Account Number)
- 1026** (Check Number)
- 12-3/ 456 XX 789** (MICR line)

Labels with arrows pointing to the numbers:

- ABA/Routing Number** (points to 123456789)
- Account Number** (points to 1234567890101)
- Check Number** (points to 1026)

Authorization Screen Appears.

Type password to give permission.

Confirmation page shows

Takes you to the Processed and Pending Customer Order screen.

Print confirmation if needed.

Can I save my bank information for future use? Yes. You can save your banking information.

After logging into TAP, Click [“View My Profile”](#).



Taxpayer Access Point  **Montana Department of Revenue**

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RunDate: 05-Feb-2014
Last Request: 662ms

[View My Profile](#)
[Add Access to Another Account](#)

BELGRADE LIQUOR STORE, INC.

Montana Tax Number
Balance

NAMES AND ADDRESSES

Legal Name
DBA Name
Location Address
Mailing Address

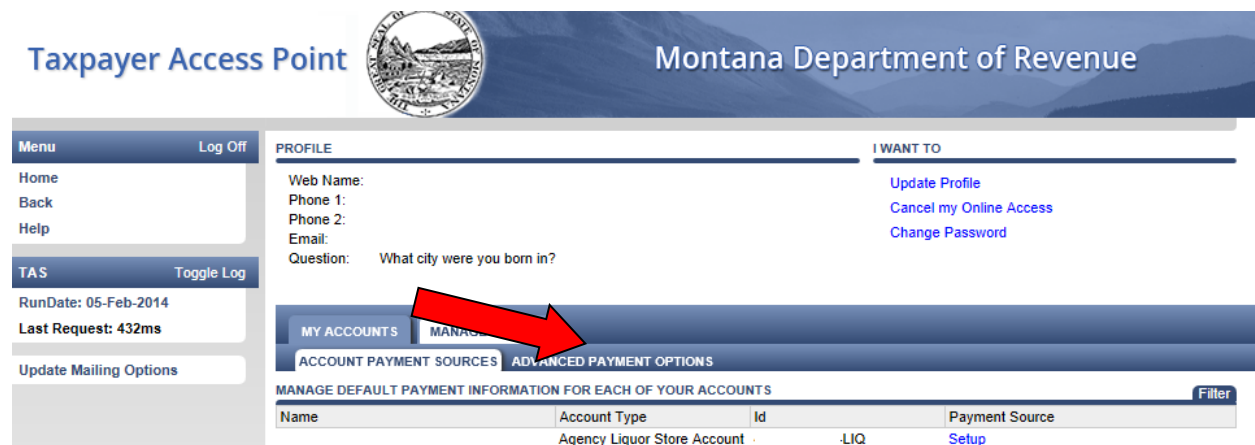
[ACCOUNTS¹](#) [REQUESTS¹](#) [WEB MESSAGING⁰](#) [LETTERS²²⁸](#)


[MY ACCOUNTS¹](#)

MY ACCOUNTS [Hide History](#) [Filter](#)

Account ID	Account Type	Name	Frequency	Address	Balance
LIQ	Agcy Liq Str		Weekly-Wed		

Under [“My Accounts”](#), Click [“Advanced Payment Options”](#)



Taxpayer Access Point  **Montana Department of Revenue**

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RunDate: 05-Feb-2014
Last Request: 432ms

[Update Mailing Options](#)

PROFILE

Web Name:
Phone 1:
Phone 2:
Email:
Question: What city were you born in?

I WANT TO

[Update Profile](#)
[Cancel my Online Access](#)
[Change Password](#)

MY ACCOUNTS [MANAGE](#)

[ACCOUNT PAYMENT SOURCES](#) [ADVANCED PAYMENT OPTIONS](#)

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS [Filter](#)

Name	Account Type	Id	Payment Source
Agency Liquor Store Account	LIQ		Setup

Click “Add New”

Taxpayer Access Point Montana Department of Revenue

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TAS Toggle Log
RunDate: 05-Feb-2014
Last Request: 1115ms
Update Mailing Options

PROFILE I WANT TO
Web Name: Update Profile
Phone 1: Cancel my Online Access
Phone 2: Change Password
Email:
Question: What city were you born in?

MY ACCOUNTS MANAGE LOGINS
ACCOUNT PAYMENT SOURCES ADVANCED PAYMENT OPTIONS
MANAGE PAYMENT INFORMATION FOR YOUR ACCOUNTS Filter
Name Add New

Enter banking information and click “Save”. Or, “Cancel” not to save changes.

Taxpayer Access Point Montana Department of Revenue

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TAS Toggle Log
RunDate: 05-Feb-2014
Last Request: 670ms

ADD NEW Save Cancel
INC.
PAY TO THE ORDER OF Department of Revenue
Name My Bank Account
Bank Account Type Routing Number Account Number Confirm Account Number
Required

Can I change or delete bank information I have saved?

Yes. You can change or delete bank account information by completing the steps below:

After logging into TAP, Click “View My Profile”.



Menu	Log Off	NAMES AND ADDRESSES													
Home		Montana Tax Number	Legal Name												
Back		Balance	DBA Name												
Help			Location Address												
			Mailing Address												
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Under "Accounts", Click "Advanced Payment Options"

Menu	Log Off	PROFILE	I WANT TO												
Home		Web Name:	Update Profile												
Back		Phone 1:	Cancel my Online Access												
Help		Phone 2:	Change Password												
		Email:													
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Agency Liquor Store Account	-LIQ		Setup												

Click "Bank Name".

Menu	Log Off	PROFILE	I WANT TO								
Home		Web Name:	Update Profile								
Back		Phone 1:	Cancel my Online Access								
Help		Phone 2:	Change Password								
		Email:									
		Question: What city were you born in?									
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Update Mailing Options											
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Name											
	Add New										
	10										

Taxpayer Access Point



Montana Department of Revenue

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TAS Toggle Log

RunDate: 05-Feb-2014

Last Request: 517ms

All Accounts

PAY TO THE ORDER OF Department of Revenue

Name

My Bank Account

Bank Account Type

Routing Number

Account Number

Checking

▼

Menu

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TAS

Toggle Log

RunDate: 05-Feb-2014

Last Request: 2222ms

Seal of the State of Montana

Taxpayer Access Point

Montana Department of Revenue

Confirm

Cancel

All Accounts

PAY TO THE ORDER OF Department of Revenue

Name

My Bank Account

Bank Account Type

Checking

Routing Number

Account Number
